

How to Get a Grant

Please read this information to familiarize yourself with the process.

Pre-Submission/Project Development

1. Do you have a funder in mind? (If not, skip to #2)

It is often a great first step to have a funder in mind. If you are at this point, contact the Grants Office to report your intent to submit a grant. The Grant Administrator will provide any needed support for submission. He/she also tracks all submissions for organizational continuity.

2. Have you completed the Request Grant Support form?

This form is intended to provide the Grant Administrator with the necessary information to move forward with research. The questions on this form will also help you with the initial considerations of grant submission. Find it at www.coxhealthfoundation.com/grantsupport

3. Once you have submitted the Grant Info Form, the Grant Administrator will contact you within 48-hours to confirm your submission and follow up with any additional questions. Prospect research will be completed within 5-business days.

Please note that the findings of the research are not a guarantee an application will be submitted, rather, that the prospects generated MAY have interest in your project. It will be important to develop a proposal worthy of funding, which may include adjusting your project to accommodate elements that make your proposal more attractive to the funder (i.e. sustainability considerations, evidence-based approaches, and fundraising trends).

4. When grant research has been completed, a meeting will be scheduled to plan the development of the application. If there are no current prospects available, you may elect to 1) wait on development or 2) complete a logic model to help identify additional prospects.

The process of developing a competitive application may include contacting prospects, internal deliberations, data compiling, and general refining project components to adhere to best practices or funder guidelines. Regardless of the identification of a

funder, this step is the most labor-intensive portion of the grant process. However, it yields a product that can be duplicated for multiple funding prospects.

Post-Submission/Award

- 1. Grant submission may be by mail or electronically. Depending on the funder, notification of award can take anywhere from 3-weeks to 6-months or more. The funder will typically stipulate the method of notification in their request for proposal.**

Nothing is necessary during this time unless additional applications are planned for submission. Waiting can sometimes be the most difficult part but the payoff is worth it.

- 2. When funding is awarded, the Grant Administrator will usually schedule a meeting to initiate the terms of the funding.**

While simple grants may not require a meeting, funding with multiple budget lines or multiple years will require the planning of initial and ongoing administrative functions (i.e. staffing, reporting, expense tracking, etc.) The Grant Administrator will facilitate this process to ensure that all parties have the needed information and resources to carry out the terms of the grant.

After the Grant

- 1. At the end of the grant period, there will be reporting requirements and an exit interview to formalize the next steps in the project plan.**

This will vary greatly depending on the scope and nature of the grant project. Some funding will require a much larger report at the completion of the funding, whereas others may be simple. The Grant Administrator will schedule an exit interview as is appropriate to the project in order to discuss any next steps in fundraising or just to allow for feedback on the grants process.

- 2. Every grant process will include a discussion and/or plan for sustainability following the grant.**

Grant funding is much like investment capital to get a promising plan off the ground. While repeat funding is sometimes available, most funders expect the grant seeker to have a plan to sustain the organizational or program capacity that the grant will build. It is vitally important that a plan for sustainability is part of the development process and not a discussion at the end of the grant period.